

Operator's Lesson Plan

Unidentified Person File

I. Introduction

The entry of unidentified persons into NCIC will provide law enforcement with the means to identify individuals.

II. Objective

Upon completion of this lesson, the user will be able to answer test question related to the entry of unidentified person data into IDACS/NCIC.

III. Criteria for Entry

1. Only the agency holding the unidentified person report may make an NCIC 2000 entry. An unidentified person record may be entered using one of the following categories:
 - a. Deceased (MKE/EUD): a person who is no longer living for whom the identity cannot be ascertained. This category also includes recovered body parts when a body has been dismembered.
 - b. Living (MKE/EUL): a person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.
 - c. Catastrophe Victim (MKE/EUV): a person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.
2. An agency is required to verify and update the NCIC 2000 unidentified person record with any additional information, including Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry.
3. The ORI must account for all fields in the unidentified person record format. All available data called for in the record format must be entered when the entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MU).

Operator's Lesson Plan

When an unidentified person record is entered or modified, an automatic comparison is made against all missing person records.

IV. Retention Period

Unidentified Person File records will remain on file indefinitely or until action is taken by the originating agency to clear or cancel the record.

A. Enter Unidentified Person – Deceased/Catastrophe Victim (EUD/EUV)

The screenshot shows the 'ENTER UNIDENTIFIED PERSON - DECEASED (EUD)' form in the Omnixx Force application. The form is divided into several sections:

- AGENCY DATA:** Includes fields for Originating Agency Code (ORI), Agency Case Number (OCA), Notify Originating Agency (NOA), Linkage Agency Identifier (LKI), Date Body was Found (DBF), and Linkage Case Number (LKA).
- BODY PART STATUS (BPS):** Includes a field for Body Parts Image (BPS).
- PERSON DATA:** Includes fields for Sex (SEX), Race (RAC), Height (HGT), Weight (WGT), Hair Color (HAI), Eye Color (EYE), Estimated Year of Birth (EYB), Manner and Cause of Death (CDA), Estimated Date of Death (EDD), Scars Marks and Tattoos (SMT), Finger Print Classification (FPC), Foot Prints Available (FPA), Blood Type (BLT), X Rays Available (BIR), Circumcision (CRC), Vision Prescription (VRQ), Jewelry Type (JMT), Jewelry Description (JMD), and Miscellaneous (MS).

The bottom of the window shows a status bar with the following information: FOX-PRIM, T, DPS21, TRN21, LOG, 0 Message, 11:08. The Datamaxx logo and 'Leading Law Enforcement Technology' are also visible.

V. Body Parts Status (BPS)

1. The BPS Field in an EUD or EUV record entry describes whether the whole body or only part(s) of the body has been recovered as well as the condition of those recovered parts; i.e., skeletal.
2. When all 15 major parts have been recovered as skeletal remains, instead of 15 Ss the code SKL may be entered in the BPS Field. NCIC 2000 will automatically convert the code SKL to 15 Ss.

Operator's Lesson Plan

3. When all 15 major body parts have been recovered, the code ALF or ALD instead of 15 Fs or Ds may be entered in the BPS Field. NCIC 2000 will automatically convert the code ALF to 15 Fs (ALD to 15 Ds).

Note: The BPS Field, along with the BPS Field inquiry, is used to link two or more agencies that recover parts of one body. After an unidentified person record for an incomplete body is entered, a BPS Field inquiry should be made using the same BPS code that was entered in the record.

4. When only part(s) of a body or skeleton has been recovered, the NCIC 2000 diagram for the BPS Field should be used. The diagram divides the body into 15 parts which correspond to the 15 positions (characters) in the field. The field should contain N (not recovered), S (recovered skeletal), F (recovered, fresh), or D (recovered, decomposed). In the positions corresponding to the body parts. For example, if a body is recovered missing both legs, the field should be coded: FFFFFFFFFNNNNNN.
 - a. Body parts which were amputated prior to death (ante mortem) should be coded in the Scars, Marks, Tattoos, and Other Physical Characteristics Field using the missing body parts codes.

Body Parts Status

1. The Body is divided into 15 sections. The following are the only valid characters allowed:
 - a. F (Recovered Fresh).
 - b. D (Recovered Decomposed).
 - c. N (Non-Recovered).
 - d. S (Skeletal Recovery).

Person Data

1. Height (HGT)
 - a. Required.
 - b. If the exact height is known, it must be entered twice: Ex: 510-510.
 - c. This field is restricted to a range of six inches.
 - d. If the height range is more than six inches, Ex: 5'00 to 5'08", then 5'0" to 5' 07" should be entered (range obtained from coroner or medical examiner) and the original height should be entered in the MIS Field. Ex: MIS/HGT 500-508.
 - d. The code unknown (UNK) may be entered to indicate that the height cannot be determined.

Operator's Lesson Plan

2. Weight (WGT)
 - a. Required.
 - b. Enter a three numeric digit. Must be between 050 – 499.
 - c. This field is restricted to a range of 50 pounds.
 - d. If the weight range is more than 50 pounds, Ex: 125-190, then 132 to 182 (range obtained from coroner or medical examiner) and the original weight should be entered into the MIS Field. Ex: MIS/WGT 125-190.
 - e. The code UNK may be entered to indicate that the estimated weight cannot be determined.
3. Estimated Year of Birth (EYB)
 - a. The estimated year of birth provided by the medical examiner, coroner, or investigating officer should be entered.
 - b. If the exact year of birth is known, it must be entered twice, e.g., 1948-1948.
 - c. If the estimated year of birth is expressed in a range, the range, e.g., 1948-1953, should be entered.
 1. This field is restricted to a range of 20 years (e.g., 1933-1953) and is mandatory when the BPS Field contains the code ALF or ALD.
 2. If the medical examiner, coroner, or investigating officer report contains an estimated year of birth range of more than 20 years and the code ALL the earliest estimated year of birth followed by a hyphen and the earliest year of birth plus 20 years should be entered in the EYB Field. The true range should be entered in the MIS Field. For example, if the report contains 1933-1958 as the estimated year of birth, EYB and MIS/EYB would be entered as EYB/1933-1953 and MIS/EYB IS 1933-1958.
4. Manner and Cause of Death (CDA)
 - a. Required.
 - b. The code is followed by a space and then the cause of death, e.g., N CARDIAC ARREST, is identified. The manner of death is mandatory for EUD and EUV records.
5. Estimated Date of Death Birth (EDD)
 - a. Must be eight numeric characters (MMDDYYYY).

Operator's Lesson Plan

- b. The most recent estimate of date of death provided by the medical examiner/coroner should be entered.
Ex: Estimated that death occurred between May and September 1995, then 19950900 should be entered.
- 6. Finger Print Classification (FPC)
 - a. Must be a valid NCIC code.
 - b. If fingerprints are available, a fingerprint card should be submitted to the FBI Criminal Justice Information Services Division to be searched against fingerprint cards in the Fingerprint Identification Records System. The right index fingerprint, if available, should be entered.
 - c. The code NA is used when a finger cannot be printed because it has been amputated, burned or mutilated and not found with the body and the amputation of the finger, burn or mutilation was related to the death of the individual.
 - d. Ante mortem amputations that are not related to the death of the individual are indicated by using the code XX (missing/amputated).
 - e. Ante mortem burns, mutilations, and scars that are not related to the death of the individual are indicated by using the code SR (scarred/mutilated).
 - f. If all ten of the deceased's fingers have been 1) amputated and not found with the body, 2) burned, or 3) mutilated and the amputation, burning, or mutilation is related to the death of the individual, the code NFP may be entered in the FPC Field.
- 7. Vision Prescription (VRX)
 - b. Enter a maximum of forty characters.
 - c. May be any of the characters in the NCIC character set except the period.
 - d. Code VRX field as written by optometrist, optician, etc., except when the following characters are encountered in the prescription:
 - a. + (plus sign) use "P"
 - b. . (decimal) use "D"
 - c. = (equal sign) use "E"
 - d. x (times sign) use "X"
 - e. Use a Space between right eye and left eye prescription.

Operator's Lesson Plan

8. Jewelry Type (JWT)
 - e. Must be one of the valid NCIC codes.
 - f. Each code may be used once in the JWT Field. You must enter the first code to be used in the first box.
9. Jewelry Description (JWL)
 - g. Maximum of 100 free text characters.

Medical Examiner/Coroner Data

1. Case Number (MAN)
 - a. Maximum of fifty characters to indicate the agency name and case number for the examiner or coroner.
2. Location (MAL)
 - a. Maximum of thirty characters to indicate the city and state for the examiner or coroner.
3. Telephone Number (MAT)
 - a. Must be three numeric (area code) followed by a space, three numeric, “-“ (hyphen) and four numeric

Operator's Lesson Plan

B. Enter Unidentified Person – Living (EUL)

Omnifix Force

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

ENTER UNIDENTIFIED PERSON - LIVING (EUL)

Requestor (RQR) _____

AGENCY/CASE DATA

Originating Agency Code (ORI) INISP0000

Agency Case Number (OCA) _____

Notify Originating Agency (NOA) _____ Date Body was Found (DBF) _____

Linkage Agency Identifier (LKI) _____ Linkage Case Number (LKA) _____

PERSON DATA

Sex (SEX) _____ Race (RAC) _____ Height (HGT) _____

Weight (WGT) _____ Hair Color (HAI) _____ Eye Color (EYE) _____

Estimated Year of Birth (EYB) _____

Manner and Cause of Death (CDA) _____

Scars Marks and Tattoos (SMT) _____

Finger Print Classification (FPC) _____ Foot Prints Available (FPA) _____

Blood Type (BLT) _____ X Rays Available (BXR) _____ Circumcision (CRC) _____

Vision Prescription (VRQ) _____

Jewelry Type (JMT) _____

Jewelry Description (JMDL) _____

Miscellaneous (MIS) _____

FOX-PRIM T DPS20 TRN20 LOG 0 Message 15:21

Datamaxx Leading Law Enforcement Technology

Agency/Case

1. Finger Print Classification (FPC)
 - a. Required
 - b. Must be a valid NCIC code.
 - c. Must be twenty alphabetic and/or numeric characters.

Operator's Lesson Plan

C. Enter Supplemental Data for Unidentified Person (EUN)

The screenshot displays the 'Omnifix Force' application window. The title bar reads 'Omnifix Force'. The menu bar includes 'File', 'Forms', 'Edit', 'Comm', 'Options', 'Tools', 'Windows', 'Links', and 'Help'. The toolbar contains icons for 'Transmit', 'Message Window', and 'Message Log'. The main window is titled 'ENTER SUPPLEMENTAL DATA FOR UNIDENTIFIED PERSON (EUN)'. The form is divided into several sections:

- USER DATA:** Includes fields for 'User ID (UID)' (containing 'TRN20'), 'Password Field (PWID)', 'Entering Agency (ENT)', and 'Requestor (RQR)'.
- AGENCY/CASE DATA:** Includes a field for 'Originating Agency Code (ORI)' (containing 'INISP0000').
- RECORD IDENTIFYING DATA:** Includes fields for 'IDX Number (IDX)' and 'Agency Case Number (OCA)'.
- SUPPLEMENTAL PERSON DATA:** Includes a field for 'Scars Marks and Tattoos (SMT)' with three empty input boxes and ellipsis buttons.
- SUPPLEMENTAL IMAGE DATA:** Includes fields for 'Image NIC Number (IMN)' and 'Image Type (MT)' with empty input boxes and ellipsis buttons.
- TEST INDICATOR:** Includes a field for 'Test Indicator' with a dropdown menu showing 'N' and an ellipsis button.

The bottom status bar shows 'FOX-PRIM', 'T', 'DPS20', 'TRN20', 'LOG', '0 Message', and '15:23'. The Datamaxx logo is in the bottom left corner, and 'Leading Law Enforcement Technology' is in the bottom right corner.

Supplemental Person Data

A maximum of 19 SMT's, and 13 IMN may be added to an Unidentified Person Supplemental Entry.

Operator's Lesson Plan

D. Modify Unidentified Person (MU)

Omnifix Force

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

MODIFY UNIDENTIFIED PERSON (MU)

Entering Agency (ENI)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI)

Name of Validator (VLN)

RECORD IDENTIFYING DATA

ID Number (IDX)

Agency Case Number (OCA)

MODIFY AGENCY/CASE DATA

Originating Agency Code (ORI) Message Key (MKE)

Agency Case Number (OCA)

Notify Originating Agency (NOA) Date Body was Found (DBF)

Linkage Agency Identifier (LKI) Linkage Case Number (LKA)

MODIFY BODY PART STATUS (BPS)

Complete Body or Skeleton	<input type="text"/>	Head	<input type="text"/>	Torso	<input type="text"/>
Right Upper Arm	<input type="text"/>	Right Forearm	<input type="text"/>	Right Hand	<input type="text"/>
Left Upper Arm	<input type="text"/>	Left Forearm	<input type="text"/>	Left Hand	<input type="text"/>
Right Upper Leg	<input type="text"/>	Right lower Leg	<input type="text"/>	Right Foot	<input type="text"/>
Left Upper Leg	<input type="text"/>	Left Lower Leg	<input type="text"/>	Left Foot	<input type="text"/>

MODIFY PERSON DATA

Sex (SEX) Race (RAC) Height (HGT)

Weight (WGT) Hair Color (HAI) Eye Color (EYE)

Datamaxx FOX-PRIM T DPS20 TRN20 LOG 0 Message 15:27

Leading Law Enforcement Technology

Record Identifying Data

1. IDX Number (IDX)
 - a. Required.
2. Agency Case Number (OCA)
 - a. Required.
 - b. Entering Agency's Case Number.